

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Human Resources Director, 954 797-1024

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATIONS AND ASSIGNING A PAY GRADE TO THE ASSISTANT PARKS AND RECREATION DIRECTOR, FITNESS COORDINATOR, FITNESS TECHNICIAN, AND PARK RANGER SUPERVISOR; REVISING THE CLASS SPECIFICATION OF ADMINISTRATIVE AIDE; AND RETITLING THE PARKS MAINTENANCE SUPERVISOR TO MAINTENANCE SERVICES SUPERVISOR AND REASSIGNING THE PAY GRADE IN THE NON-REPRESENTED PAY PLAN.

REPORT IN BRIEF: Due to the restructuring of the Parks & Recreation Department, it has been determined that there is a need to revise and create class specifications to further enhance the efficiency of the department.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted? No

If no, amount needed:

| | |
|---------------------------------------|-------------------|
| Assistant Parks & Recreation Director | \$2,165.00 |
| Administrative Aide | \$1,763.00 |
| Fitness Coordinator | \$1,640.00 |
| Fitness Technician | ----- |
| Park Ranger Supervisor | \$2,834.00 |
| Maintenance Services Supervisor | <u>\$2,930.00</u> |
| <u>TOTAL</u> | \$11,332.00 |

What account will funds be appropriated from: Parks and Recreation Salaries
& Public Works Salaries

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Class Specifications for Assistant Parks and Recreation Director (Exhibit "A"), Administrative Aide (Exhibit "B"), Maintenance Services Supervisor (Exhibit "C"), Fitness Coordinator (Exhibit "D"), Fitness Technician (Exhibit "E") and Park Ranger

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATIONS AND ASSIGNING A PAY GRADE TO THE ASSISTANT PARKS AND RECREATION DIRECTOR, FITNESS COORDINATOR, FITNESS TECHNICIAN, AND PARK RANGER SUPERVISOR; REVISING THE CLASS SPECIFICATION OF ADMINISTRATIVE AIDE; AND RETITLING THE PARKS MAINTENANCE SUPERVISOR TO MAINTENANCE SERVICES SUPERVISOR AND REASSIGNING THE PAY GRADE IN THE NON-REPRESENTED PAY PLAN.

WHEREAS, the Town of Davie developed class specifications and recommends pay grade assignments for the positions of Assistant Parks and Recreation Director, Fitness Coordinator, Fitness Technician, and Park Ranger Supervisor in the Non-Represented Pay Plan.

WHEREAS, the Town of Davie has revised the class specifications for Administrative Aide, and retitled the class specification of Parks Maintenance Supervisor to Maintenance Services Supervisor and reassigned the pay grade.

WHEREAS, the Town of Davie has evaluated the class specification for Assistant Parks and Recreation Director and recommends it to be assigned to pay grade 524 (\$49,963 - \$66,955), the class specification for Fitness Coordinator and recommends it to be assigned to pay grade 518 (\$40,755 - \$54,615), the class specification of Fitness Technician and recommends it to be assigned to pay grade 512 (\$31,546 - \$42,275), and the class specification of Park Ranger Supervisor and recommends it to be assigned to pay grade 516 (\$37,686 - \$50,503); and

WHEREAS, the Town of Davie recommends the revision of the class specification of Administrative Aide, and the retitling of the class specification of the Parks Maintenance Supervisor to Maintenance Services Supervisor and the reassignment of the pay grade from 514 (\$34,616 - \$46,389) to 518 (\$40,755 - \$54,615);

WHEREAS, Town of Davie recommends that the Town Council adopt the class specifications for Assistant Parks and Recreation Director, Fitness Coordinator, Fitness Technician, and Park Ranger Supervisor in the Non-Represented Pay and Classification Plan; and

WHEREAS, Town of Davie recommends that the Town Council adopt the revision of the class specification of Administrative Aide, and the retitling of the class

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specifications for Assistant Parks and Recreation Director, pay grade 524; Administrative Aide, pay grade 516; Maintenance Services Supervisor, pay grade 518; Fitness Coordinator, pay grade 518; Fitness Technician, pay grade 512; and Park Ranger Supervisor, pay grade 516, are hereby created or revised in the Non-Represented Pay and Classification Plan and are attached hereto as Exhibit "A", "B", "C", "D". "E" and "F".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2001.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2001.

CLASS SPECIFICATION

ASSISTANT PARKS AND RECREATION DIRECTOR

GENERAL STATEMENT OF JOB

Under the direction of the Parks and Recreation Director, assists in the development, administration and supervision of department personnel, programs and facilities. Performs administrative level work in planning, developing and administering a comprehensive recreation program delivery system. Directs the work of assigned employees in an organized, efficient manner to accomplish department goals and objectives according to administrative directives or department policies. Report to the Parks and Recreation Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists with the development, implementation and review of department policy, the preparation of local, state and federal grants, the preparation and administration of contracts, bid specifications and requests for proposals, etc.

Administers and/or conducts research, statistical and systems analysis, data collections and recreational needs surveys. Involvement in long term planning process.

Develops and/or recommends the formulation of departmental goals and objectives, coordinates program reviews, evaluates program service levels, prepares ordinance proposals and resolution.

Budgetary planning and expenditure/purchasing coordination and control.

Assists with the planning, acquisition and development of new areas and facilities. Promotes/obtains public input during the planning process.

Directs the preparation of regular and special reports for department and public use, manages special projects.

Participates in the hiring of new employees, coordinates employee training and development programs.

Plans, assigns, directs and evaluates the work of subordinate employees. Coordinates operation activities between departmental divisions.

Acts as Director in Director's absence.

ADDITIONAL JOB FUNCTIONS

Performs all other related and non-related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in leisure services, recreation and/or public administration and 5 years progressive responsible professional experience in leisure services or related fields; or any combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENT

Possession of a valid Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be physically able to operate motor vehicles. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants, and/or program participants.

Language Ability: Requires the ability to read a variety of correspondence, reports, records, purchase orders, forms, etc. Requires the ability to prepare a variety of correspondence, reports, budgets, surveys, personnel forms, news releases, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, legal and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, toggle switches, control knobs, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the philosophy and objectives of public parks and recreation. Has considerable knowledge of the principles, practices and procedures for management of the Community Services Department. Has the ability and judgment to develop and apply departmental policies, procedures and to evaluate them for their effectiveness and efficiency. Has the ability to anticipate needs, respond with workable solutions and implement new ideas in cooperation with other members of the staff and the general public. Has considerable knowledge of the current literature, trends and developments in the field of public parks and recreation. Has general knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations. Has considerable skill in the collection, analysis, presentation of technical data and planning recommendations. Is able to communicate effectively in oral and written form. Is able to coordinate work of other employees.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

ADMINISTRATIVE AIDE

GENERAL STATEMENT OF JOB

Under minimal supervision, performs responsible administrative and staff assistance work to assist in the Department which assigned. Employee manages assigned department operations or work initiated in anticipation of needs or problems and at the request of the Department Director. Supervises support staff and provides administrative and secretarial support to the Department Director. This position requires an individual who can work under stressful circumstances when fielding complaints or dealing with elements of a sensitive nature which requires confidentiality. Reports to Town Administrator or Department Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Manages and coordinates the administrative and operational activities of the Department. Reports and carries out specific responsibilities initiated by the Department Director. Works independently under minimal supervision.

Composes and types correspondence, reports, statements, manuscripts, letters, resolutions, proposals, forms and other materials into form from typed or handwritten copy or dictation, taking responsibility for spelling, punctuation, grammar and editing format.

Arranges travel for Department Director, calculating cost and reimbursement and preparing narrative report of trip pursuant to purchasing procedures.

Opens all Department Director's mail including confidential correspondence and directs to appropriate party for handling or response. Follows up to make sure matter is resolved so no further problems result. Reads all published or printed material and brings articles of interest to Department Director's attention.

Supervises Department clerical personnel and/or internship program, interviewing applicants and assigning and monitoring work. Completes progress reports and assists in the evaluation of job performance of support staff and makes recommendations.

Oversees maintenance of department filing system, maintains files regarding active projects for the Department Director, updates files as necessary, archives data for budget preparation and periodically updates system. Inputs the operating budget for each fiscal year.

Serves as computer liaison for the department, reviews new software and suggests updates when necessary. Gives

Prepares agenda for administrative meetings, handles mechanics for planning major meetings. Attends conferences, hearings, advisory committees, council meetings, special meetings and/or workshops. May take and transcribe notes.

Exhibit "B" 5/2/01

Processes insurance claims and serves as the Insurance representative for department. Advises staff of any changes in current health plan.

In absence of Department Head may be authorized signatory to accept legal documents such as subpoenas.

ADMINISTRATION

Receives and investigates/screens, routes and troubleshoots all incoming calls to Town Administrator and/or Councilmembers regarding citizen complaints including recycling and cable franchise complaints, referring to Town Administrator as necessary. Answers inquiries when able. Maintains system of tracking citizen complaints until resolved.

Schedules appointments for Town Administrator and Councilmembers; maintains executive day chart of department heads to keep track of executive time off. May keep detailed appointment book for Mayor.

Serves as liaison between Town Administrator and public officials, department heads and news media. Communicates direction from Town Administrator. Maintains cooperative working relations with all Town departments, elected and appointed officials, the public and governmental agencies.

Coordinates and participates in special events, town ceremonies and projects as directed by Town Administrator.

Organizes fundraising committees to help raise money for special events.

Designs and produces mechanicals for ads, brochures and town materials of a complex nature.

In absence of Town Administrator may be authorized signatory to accept legal documents such as subpoenas.

PARKS AND RECREATION DEPARTMENT

Performs administrative work applicable to and within the operational scope of the Parks and Recreation department as assigned/directed by the Parks and Recreation Director or Designee.

May be assigned responsibility and accountability for performing and/or directing work involving the following functions within the department; employee timekeeping and payroll; operational and capital budget preparation, maintenance and monitoring, record keeping/filing system management; personnel acquisition, training and retention; purchasing; requests for proposals; facility scheduling and program registrations, public relations and promotion.

ADDITIONAL JOB FUNCTIONS

Prepares and processes department payroll.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college level course work in secretarial science, business administration or a related field and 3 to 5 years of progressively responsible experience in secretarial and administrative work. Experience equal to 1 to 2 years in the operation of computer driven word processing spreadsheet and file maintenance programs preferred; or an equivalent combination of training and experience which provides the required skills, knowledge and abilities. Holds or is able to acquire certification by the State of Florida as Notary Public.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including a typewriter, calculator, copier, facsimile machine, etc. Must be able to exert up to 10 pounds of force occasionally, and up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Sedentary Work, but position may require walking

Data Conception: Requires the ability to compare or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, studies and finance audit reports, procedural manuals, computer printouts, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or rational thinking to plan and develop procedures, learn and evaluate information, and make some individual judgments and decisions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas to add and subtract, multiply and divide, or utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress or in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the organization and function of the Administration Department. Has considerable knowledge of Town and departmental rules, regulations, policies and procedures, and the ability to interpret them. Has considerable knowledge of the principles and practices of modern office management including a knowledge of popular computer driven word processing, spreadsheet, and file maintenance programs. Has considerable knowledge of arithmetic, spelling, grammar, punctuation, and vocabulary. Has some knowledge of the principles of supervision, organization and administration. Is skilled in organizing work flow and coordinating activities. Is skilled in the operation of a typewriter or computer-driven data entry equipment. Is able to organize and manage assigned operations of the department. Is able to research problems and find solutions independently, in accordance with laws, regulations and Town policies and procedures. Is able to communicate effectively in oral and written form. Is able to supervise and coordinate the work of others. Is able to deal tactfully and effectively with public officials, co-workers, and the general public. Is able to establish and maintain effective working relationships as necessitated by work

efficiency. Is able to maintain complex records. Is able to compose effective correspondence.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Share knowledge with supervisors and staff for mutual and Town benefit (i.e. Computer knowledge). Contribute to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Town Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and

of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes work and that of subordinate staff well. Ensures staff members know what results are expected of them and they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other staff members to select and recommend employment of personnel for the department, who are qualified to meet the needs of the department. Oversees the development and training of personnel.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear understanding of Town policies. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from support staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

MAINTENANCE SERVICES SUPERVISOR

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory work coordinating and directing subordinate personnel in the maintenance of Town Parks or Public Works facilities. Is responsible for ensuring that park grounds, equipment and related areas are prepared for use by public. Reports to Department Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Schedules, trains, assigns and supervises full and part time and seasonal personnel employed for various operations; maintains routine personnel/payroll records and reports for members of staff; grants vacation and leave; disciplines workers as necessary.

Ensures that routine maintenance schedule and special projects are carried out on a timely basis and according to plans.

Supervises and participates in the maintenance of athletic fields, which may include dragging, irrigating, mowing, lining off and generally maintaining and manicuring the field.

Supervises and participates in maintaining the various Parks and Public Works facilities, including but not limited to, performing basic plumbing, carpentry, masonry and electrical repairs and painting.

Inspects the condition of parks and associated facilities and directs repairs as needed.

Operates a light truck, small tractor, and various light to medium equipment as necessary in maintaining facilities; performs minor mechanical tasks on equipment.

Maintains inventory of supplies, ordering as necessary.

Supervises procedures to ensure adherence to safety standards and regulations affecting park users.

Maintains employee work records, timesheets, incident and injury reports, complaints and vehicle use.

ADDITIONAL JOB FUNCTIONS

Monitors contracted mowing services.

Performs other related work as required.

MINIMUM TRAINING EXPERIENCE

Graduation from high school and 3 to 5 years of experience in landscaping, grounds keeping or maintenance trades, with at least 1 year of experience in a supervisory capacity; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENT

Possession of a valid Class "E" Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including common office equipment such as typewriters, copiers, calculators, etc., two-way radios, automobiles, and various hand tools, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

InterpersonalCommunication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, letters and memos, purchase orders, payment vouchers, payroll forms, etc. Requires the ability to prepare correspondence, reports, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, personnel and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

MotorCoordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and various landscape maintenance tools and equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

construction, maintenance and upkeep of parks and associated facilities. Has considerable knowledge of the occupational hazards and safety precautions related to the work. Has working knowledge of established policies, procedures, rules and regulations regarding the operation and maintenance of parks and related facilities. Has working knowledge of basic plumbing, electrical, carpentry, masonry, grounds keeping and related maintenance trades. Has some knowledge of the principles of supervision, organization and administration. Is skilled in the use and care of tools and equipment employed in the construction and maintenance of parks and related facilities. Is able to plan, assign and supervise the work of subordinates and to instruct them in proper work methods and procedures. Is able to exercise considerable independent judgment in performing daily work activities and in inspecting completed work. Is able to prepare and maintain routine work records and reports. Is able to deal with the public with tact and courtesy. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work".

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises Analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Park Superintendent, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the division. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve goals and objectives of the division. Within the constraints of Town policy, formulates appropriate strategy and tactics for achieving divisional objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and division matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the Town. Assists in the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of divisional goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of divisional standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and division morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

FITNESS COORDINATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and administrative work directing and promoting fitness, athletics and aquatics programs sponsored by the Parks and Recreation Department. Responsible for the effective and efficient management of divisional employees and resources in order to meet department goals and objectives. Reports to the Parks and Recreation Director or Assistant Parks and Recreation Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, directs and supervises year round fitness, athletics and aquatics programs and events for seniors, adults, teens and children sponsored by the Parks and Recreation Department. Prepares brochures, videotapes, flyers, newsletters, etc., for distribution and contacts news media representatives to promote and advertise programs and events.

Coordinates and supervises the preparation and use of fitness, athletic and aquatics areas and facilities for scheduled programs. Plans, organizes and promotes league play, playoff and tournament use and plans special programs and events. Manages, schedules and assigns coaches, officials and scorekeepers, etc.

Recruits, trains and supervises assigned staff (i.e., Operation Supervisor, Crew Leader, Recreation Leader/Attendant, Fitness Technician, Fitness Specialist, Head Lifeguard, Pool Lifeguards and Maintenance Technician positions) contracted vendors/instructors and volunteers.

Plan, assigns, directs and evaluates the work of subordinate staff. Oversees staff scheduling and timekeeping, processes personnel records, reports and leave requests, etc.

Prepares and administers divisional budget, prepares purchase orders and oversees expenditures. Develops bid specifications, request for proposals and lease contracts. Monitors performance of contractual vendors and service providers to ensure contractual compliance.

Seeks program/event support donations and sponsorships from business and civic organizations, reviews and coordinates fund raising activities. Assists with the preparation of local, state and federal grants.

Receives and responds to inquiries and/or complaints related to service levels, programs, personnel, etc. Meets with parent groups and advisory boards as directed.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required. Florida Parks and Recreation Association (FRPA) certification preferred.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a four-year college or university with a degree in sports management, physical education, recreation, leisure services or a related field, 5 years of supervisory and administrative experience in athletic , aquatics or recreational programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. May require the possession of a current pool operator;s license (CPO) and/or National Pool and Waterpark Lifeguard Training or Red Cross Certification, CPR/BLS and/or National Pool and Waterpark Lifeguard Instructor or Red Cross Instructor Certification or within six months of hiring attainment of those.

SPECIAL REQUIREMENT

Possession of a valid Florida driver's license. Florida Parks and Recreation Association (FRPA) certification preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, air pumps and scoring clocks. Must be physically able to operate motor vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

InterpersonalCommunication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates, assistants and/or program participants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, etc. Requires the ability to prepare correspondence, reports, forms, work orders, payment vouchers, payroll forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

MotorCoordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, toggle switches, control knobs, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the principles, practices, rules and procedures of organized competitive sports and fitness, athletics, and aquatics activity programs. Has considerable knowledge of various available recreation facilities and their uses and maintenance requirements. Has considerable knowledge of the potential hazards of various sport and aquatics and other physical activities, and the proper safety precautions. Has general knowledge of the philosophy and objectives of public recreation and athletics programs. Has general knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations. Has general knowledge of the current literature, trends and developments in the field of fitness, athletics, and aquatics programs administration. Has working knowledge of the standard accepted practices of bookkeeping and purchasing. Has working knowledge of the care and maintenance of athletic fields, pools and fitness equipment and associated tools. Is skilled in training, coaching and counseling program participants and officials, including program participants with physical or mental disabilities. Is able to use a variety of sports and athletic tools and equipment. Is able to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs. Is able to promote, direct, schedule, coordinate and supervise fitness, athletics, and aquatics programs and events. Is able to review and coordinate fund-raising activities and sponsorships. Is able to exercise independent judgment and fairness in the application of program and game rules and procedures. Is able to maintain routine administrative reports and records. Is able to effectively express ideas orally and in writing. Is able to communicate and establish rapport, understanding and confidence with program participants and the general public. Is able to exercise tact and courtesy in frequent contact with the public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly work place. Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

FITNESS TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and management duties directing the activities of Town recreational facilities. Is responsible for overseeing day-to-day activities at Town aquatic facilities and for scheduling activities at fitness center. Reports to Fitness Coordinator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Directs aquatic/fitness area maintenance and maintains adequate inventory of necessary supplies;

Performs preventative maintenance on aquatic and fitness equipment.

Schedules, directs, trains and supervises full-time, part-time and seasonal employees engaged in supportive functions.

Coordinates daily schedules with Contractual Service Providers/Instructors as assigned.

Performs various personnel management related duties such as interviewing applicants, recommending for hire, completing employee performance appraisals, granting vacation and sick leave, and maintaining personnel records for aquatic and fitness employees.

ADDITIONAL JOB FUNCTIONS

May be required to perform lifeguard duties.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

College course work preferred in a related field, and 3 to 5 years experience in public facility or recreation program management, or any equivalent combination of training and experience which provides the requires skills, knowledge and abilities. Possession of current certifications: pool operator's license (C.P.O.or A.F.O), Red Cross Lifeguard Training, CPR/BLS and Red Cross Lifeguard instructor.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including general office equipment, personal computer, pool equipment, basic first-aid supplied, etc.

Fitness Technician

Must be able to exert up to 100 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light to Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

InterpersonalCommunication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates.

Language Ability: Requires the ability to read a variety of reports, correspondence, etc. Requires the ability to prepare correspondence, reports, budget documentation, personnel schedules, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including pool maintenance, administrative, lifesaving and water safety, first-aid, and chemical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

MotorCoordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office and emergency medical equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the principles, practices, teaching techniques, and safety skills of lifesaving and swimming. Has considerable knowledge of lifeguard and water safety instruction requirements, basic first aid and CPR procedures. Has general knowledge of the principles of supervision, organization and administration. Has general knowledge of the rules, regulations, and policies of an aquatics program and pool facilities. Has some knowledge of a wide variety of recreational interests and activities of all age groups in the community. Has some knowledge of the standard resources, materials and practices utilized in a variety of recreation programs. Is able to plan and supervise the organization required to execute assigned recreational programs. Is able to exercise independent judgment in the application of program rules and procedures. Is able to swim well and teach various levels of swimming classes. Is able to communicate effectively orally and in writing. Is

Fitness Technician

able to establish and maintain effective working relationships as necessitated by work assignments. Is able to exercise considerable tact and courtesy in frequent contacts with the public.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Parks and Recreation Supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Fitness Technician

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the division. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving divisional objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and division matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the Town. Assists in the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of divisional goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of divisional standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Fitness Technician

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and division morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

PARK RANGER SUPERVISOR

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory level work in managing the park ranger division within the Parks and Recreation Department. Coordinating an effective and efficient operation including: hiring, training, directing, evaluating and supervising of subordinate personnel. Reports to Parks and Recreation Director or Assistant Parks and Recreation Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Schedules, trains, assigns and supervises full and part time personnel for division; maintains routine personnel/payroll records and reports for members of staff; grants leave requests; evaluates and disciplines workers as necessary.

Coordinates year round day and evening park ranger coverage schedule.

Ensures that routine park security patrols and positive public relations goals are achieved in an efficient, service oriented manner.

Supervises and participates in park security patrols, fee collection, opening and closing of parks and facilities and enforcement of established rules and regulations.

Supervises procedures to ensure adherence to safety standards affecting both employees and park users.

Operates Town vehicles, completes vehicle inspections and performs routine vehicle maintenance checks.

Inspects the condition of park areas and facilities and reports deficiencies.

Maintains inventory of supplies and completes purchase requisitions for ordering as needed.

Maintains employee work records, timesheets, incident and injury reports, complaints and vehicle use records.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING EXPERIENCE

Graduation from high school and 3 to 5 years of supervisory experience in park security/maintenance; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

PARK RANGER SUPERVISOR

SPECIAL REQUIREMENT

Possession of a valid Class "E" Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including common office equipment such as typewriters, copiers, calculators, etc., two-way radios, automobiles, and various hand tools, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

InterpersonalCommunication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, letters and memos, purchase orders, payment vouchers, payroll forms, etc. Requires the ability to prepare correspondence, reports, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, personnel and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

MotorCoordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and various landscape maintenance tools and equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

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Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of equipment, materials and tools used in the construction, maintenance and upkeep of parks and associated facilities. Has considerable knowledge of the occupational hazards and safety precautions related to the work. Has working knowledge of established policies, procedures, rules and regulations regarding the operation and maintenance of parks and related facilities. Has working knowledge of basic plumbing, electrical, carpentry, masonry, grounds keeping and related maintenance trades. Has some knowledge of the principles of supervision, organization and administration. Is skilled in the use and care of tools and equipment employed in the construction and maintenance of parks and related facilities. Is able to plan, assign and supervise the work of subordinates and to instruct them in proper work methods and procedures. Is able to exercise considerable independent judgment in performing daily work activities and in inspecting completed work. Is able to prepare and maintain routine work records and reports. Is able to deal with the public with tact and courtesy. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work".

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises Analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will

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suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Park Superintendent, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the division. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve goals and objectives of the division. Within the constraints of Town policy, formulates appropriate strategy and tactics for achieving divisional objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and division matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the Town. Assists in the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of divisional goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of divisional standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and

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staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the division. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and division morale and performance. Works to see that established policies enhance same.

